



## MEMORANDUM

TO: Robert E. Daniel, Dom Greco, Ivan Handler, Mark D. Kinkade, Terry Lutes, John Pohlman, Kevin W. Rademacher, Tom Revane, Curt J. Smith, Dan Wilcox, and Danis Zinger

CC: All Bureau of Communication and Computer Services (BCCS) Personnel

FROM: Antonio Daniels, Deputy Director CMS BCCS

DATE: August 11, 2006

SUBJECT: Postponement of PC Lease/PC Refresh

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Effective immediately, you are authorized to purchase or lease your desktops, laptops and monitors directly from the vendors. This opportunity will be available to you until the beginning of January 2007.

We understand that you have immediate business needs, and therefore this course of action is necessary.

The conditions are as follows:

- You will use the vendor for image installation and deployment. We will support you with your normal service and help desk issues after the unit is installed.
- You are currently not being billed for installation and deployment services. Once the unit is installed, you will continue to be billed for the transferred staff supporting your agency.
- Without exception, BCCS is responsible for building your standard images and hardware configurations. BCCS will supply the vendors with both.
- End User Computing has completed building initial images for many of the Consolidated Agencies. If you are unsure as to the status of your image assessment, please contact Infrastructure Manager, Vince Arredondo, at 312-636-2709.
- You can still order the existing laptop or desktop configurations that are available today. BCCS is also developing additional laptop and desktop configurations to support your business needs. More information to follow.
- We will begin building the laptop images within the next two weeks in collaboration with your designated IT Coordinators.

- You must order the standard hardware configurations for desktops and laptops as provided by BCCS. All exceptions must go through the Architecture Review Board.
- You are responsible for inventory and asset management for the equipment that you purchase from now until January 1, 2007. BCCS will target to bring that equipment within its PC Refresh program within the next 35-40 months.
- Those of you that have already submitted requests into Remedy should place those orders directly with the vendor.
- In mid-November 2006, BCCS will contact you in preparation for coming on-board with the PC Lease/PC Refresh solution.
- Central Management Services will pilot this leasing program through the end of the calendar year to ensure a fully functioning end-to-end process.

If you have any questions, please forward them to your Agency Relations liaison so that they can be consolidated and addressed by appropriate BCCS shared services teams.

Thank you,

Antonio Daniels